



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PROGRAM DEVELOPMENT SPECIALIST, ASSESSOR/RECORDER/COUNTY CLERK

Class No. 002526

■ CLASSIFICATION PURPOSE

To plan, develop, direct and monitor fiscal and revenue management programs for the Department of the Assessor/Recorder/County Clerk, and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class allocated only to the Department of the Assessor/Recorder/County Clerk. Under general direction, the incumbent is responsible for developing fiscal and revenue management programs and monitoring activities related to fiscal control, accounting, budgeting, purchasing and facilities services.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans, directs, and coordinates fiscal management activities.
2. Performs fiscal and revenue analyses.
3. Prepares the fiscal and expenditure plan for the department.
4. Maintains fiscal control by monitoring expenditures and revenue realization.
5. Monitors departmental budget needs and requests.
6. Develops, recommends and evaluates programs related to fiscal and revenue management.
7. Prepares budget requests.
8. Supervises purchasing activities, which includes warehousing and ordering supplies, processing purchase orders, and maintaining fixed asset inventories.
9. Supervises facilities services, which includes assessing and coordinating space requirements.
10. Coordinates management information systems with systems staff and external information technology providers to include the non-technical aspects of automation, feasibility studies, equipment and software acquisition, and service contracting.
11. Prepares narrative and statistical reports.
12. Conducts management studies and special projects.
13. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.
14. Supervises and evaluates the work of subordinate staff.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and methods of auditing and appraising personal and business properties.
- Principles and practices of fiscal program development and evaluation.

- Fiscal analysis and management.
- Program and line item budgeting.
- Accounting fundamentals and cost/benefit analysis.
- Principles and practices of public administration and management.
- Statistical methods and concepts.
- Management information and enterprise resource planning systems.
- General Management System in principle and in practice.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Identify problems, evaluate alternatives and recommend and implement solutions.
- Analyze data and draw clear, accurate conclusions.
- Prepare, analyze and monitor program and line item budgets and budget-related reports.
- Develop and direct fiscal and revenue management programs related to fiscal control, accounting, budgeting, purchasing and facilities services.
- Prepare statistical and narrative reports.
- Perform mathematical calculations.
- Develop and use computerized spreadsheets and applications.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Provide prompt, efficient and responsive service; exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in accounting, finance, economics, public or business administration, or a related field; or a related field, AND two (2) years of journey level experience performing general administrative, professional level work which included program development and evaluation, budget preparation and fiscal management.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 3, 1992
Retitled: March 28, 1997
Reviewed: Spring 2003
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